

SOLICITATION INFORMATION

DATE: January 10, 2001

PUBLIC BID # 3513

MPA # 97

TITLE: TOILET TISSUE, LARGE ROLL & ROLL PAPER TOWELS

OPENING DATE AND TIME: 1/31/01 AT 10:00 AM

PRE-BID/ PROPOSAL CONFERENCE: NO DATE: TIME:

MANDATORY :

LOCATION:

SURETY REQUIRED: NO

BOND REQUIRED: NO

**LINDA ROCHE
SENIOR BUYER**

LR/mb

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us to be able to download a Bidder Certification Cover Form which must accompany each offer.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Cover Form attached may result in offer disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

BID INSTRUCTIONS / SPECIFICATIONS

DATE: January 10, 2001

NOTICE

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED. YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

IF NOT BIDDING ON ANY ITEM, DO NOT RESPOND, IN ANY WAY, TO THE DIVISION OF PURCHASES.

DISCLAIMER

While the State of Rhode Island intends to maintain continuous access to this Website, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the State of Rhode Island since some access failures may be due to the type of computer or communication equipment and services employed by the Website User. However, it is the State's policy to provide a Help Desk (401) 222-2142 ext. 134 during regular business hours to assist Users in identifying and overcoming access problems.

To assure maximum access opportunities for Users, solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Vendors are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, vendors are advised to revisit all solicitations to which they intend to respond five days prior to the due dates. If access to solicitations on the Website has been severely curtailed, it shall be the policy of the State to extend the due date of affected solicitations.

In some cases (e.g., road construction) copies of plans and specifications which cannot be offered on-line are issued with a requirement for a refundable deposit. In such instances, in addition to announcements provided on the RIVIP, vendors on the known lists of plans and specifications depositors will receive direct notification of amendments.

Except when access to the Website has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

When the result of an Internet solicitation of registered vendors is unsuccessful (no offers, one offer which exceeds the estimated cost) the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors. The Purchasing Agent reserves the right to solicit offers from unregistered vendors as well as registered vendors.

BID INSTRUCTIONS / SPECIFICATIONS

DATE: January 10, 2001

BID# 3513 MASTER PRICING AGREEMENT #97

COMMODITY: TOILET TISSUE, LARGE ROLL & ROLL PAPER TOWELS

AGREEMENT PERIOD: 3/1/01 – 2/28/06 (W/5 YEAR OPTION TO RENEW AT THE SOLE OPTION OF THE STATE)

DELIVERY AS REQUESTED BY AGENCY.

Ordering

Agencies will submit individual orders for the various items and various quantities as may be required during the agreement period.

Scope

This bid covers the requirements of all State Agencies. This will be delivered and billed at the single, firm, awarded price quoted regardless of the quantities ordered.

Bidding

(a) Bids must be submitted on the attached bid quotation request forms, indicating brand and parts number of item offered. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested. Bidders must be able to submit samples if requested.

(b) A single price shall be quoted for each item against which a proposal is submitted.

This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.

(c) Bid price is net F.O.B. any point in the State of Rhode Island and shall include inside delivery.

(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non responsive to the intent of this request.

Quantities

Quantities, if any, are estimated only. It is understood and agreed that the agreement shall cover the actual quantities ordering during the period.

Taxes

The State of Rhode Island is exempt from payment of Federal Excise Taxes and R. I. Sales and Use Taxes. Such taxes shall not be included in the bid price.

Award

Award will be made to bidder quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the State's sole option.

Delivery

(a) All items to be delivered free of all charges.

(b) The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at vendor's expense.

BID INSTRUCTIONS / SPECIFICATIONS

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Exception

Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices on any extra large requirements for delivery to a destination.

Municipality Clause

Contractor will furnish all items quoted herein to any city, town or other governmental subdivision at the same price and terms as quoted to the State of Rhode Island. All ordering and billing to be between contractor and governmental unit involved.

Yes_____ No_____

Quarterly Reports

Successful bidder will submit in writing to the Purchasing Division quarterly reports showing bid number and total quantities drawn against specific items by the State Agencies. Failure to submit such reports shall be considered to be a breach of the contractor's obligations under the resultant agreement(s), and sufficient cause for the termination of the agreement, and all other outstanding agreements, purchase orders, and contracts, and suspension from participation in all State procurements for a period of up to two (2) years, at the discretion of the State's Purchasing Agent.

Reports should be forwarded to the Buyer at the Division of Purchases, One Capitol Hill, Providence, RI 02908.

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BLANKET REQUIREMENT: 3/1/01 - 2/28/06 - W/OPTION TO RENEW AT THE SOLE OPTION OF THE STATE
ATTACHMENT "A"

BIDDER NAME

BIDDER NAME

BID #3513

BID #3513

ITEM #	QUANTITY MORE OR LESS	DESCRIPTION	BRAND	STOCK #	UNIT PRICE	UNIT PRICE	ITEM #
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INSTRUCTIONS:

IF BIDDING ON ANY ITEM, THE ENTIRE BID MUST BE RETURNED. THE PRICE COLUMN ON THE RIGHT WILL BE DETACHED TO CREATE A BID TABULATION SPREADSHEET FOR THE "OFFICIAL BID ANALYSIS," THEREFORE:

- A. VENDOR NAME MUST APPEAR IN BOTH COLUMNS ON "EVERY" PAGE UNDER THE WORD "BIDDER."
- B. PRICE COLUMNS MUST CONTAIN "EXACTLY" THE SAME INFORMATION.
- C. ANY SUPPLEMENTARY INFORMATION MUST BE REPEATED IN "BOTH" COLUMNS.

FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR DISQUALIFICATION.

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND FISCAL YEAR 2001 ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

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BLANKET REQUIREMENTS: 3/1/01 - 2/28/06 W/5 YR. OPTION TO RENEW AT SOLE OPTION OF THE STATE

DELIVERY: STATEWIDE DELIVERY

TISSUE AND ROLL PAPER TOWELS OFFERED MUST FIT EXISTING DISPENSERS. SCOTT DISPENSERS (CURRENT TOWEL DISPENSERS ARE: LEV-R-MATIC AND CONVERTAMATIC. CURRENT TISSUE DISPENSERS ARE: JRT JR, TWIN AND ESCORT. SAMPLES OF PRODUCT OFFERED MAY BE REQUIRED.

THE STATE SOLEY AT ITS DISCRETION WILL DETERMINE EQUIVALENCY OF ALTERNATE PRODUCTS OFFERED.

AWARD WILL BE MADE AS A TOTAL LOW.

NOTICE TO BIDDERS:

BIDDER MUST DESCRIBE IN DETAIL PRICE ESCALATION DURING YEARS THREE THROUGH FIVE OF THE CONTRACT. THIS PRICE ESCALATION PROGRAM MUST ALSO APPLY TO YEARS SIX THROUGH TEN IF THE STATE EXERCISES ITS OPTION TO EXTEND THE CONTRACT. BIDDER MUST INCLUDE A MAXIMUM ANNUAL CAP ON ANY PROPOSED PRICE INCREASE AFTER YEAR TWO, WHICH WILL BE APPLIED ON YEARS THREE THROUGH TEN. THE MAXIMUM ANNUAL CAP MUST BE STATED IN A PERCENTAGE. THE BIDDER MUST ALSO INCLUDE ANY INDUSTRY PRICING REFERENCES, WHICH WILL BE USED TO SUBSTANTIATE THE PRICE INCREASES.

SUBMIT THE ABOVE INFORMATION AS AN "ATTACHMENT" TO YOUR BID.

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						BIDDER NAME	BIDDER NAME
						BID #3513	BID #3513
ITEM #	QUANTITY MORE OR LESS	DESCRIPTION	BRAND	STOCK #	UNIT PRICE	UNIT PRICE	ITEM #
1	400/CS. PER YEAR	ROLL PAPER TOWELS SCOTT # 01000 OR EQUAL 1000' WHITE 12/ROLLS/CS					1
		VENDOR MUST LIST BRAND AND STOCK NUMBER					
1A		PRICE PER FOOT - 1ST YEAR	BRAND	STOCK #	\$ 1ST YEAR	\$ 1ST YEAR	1A
1B		PRICE PER FOOT - 2ND YEAR			\$ 2ND YEAR	\$ 2ND YEAR	1B
1C		PRICE PER CASE - 1ST YEAR			\$ 1ST YEAR	\$ 1ST YEAR	1C
1D		PRICE PER CASE - 2ND YEAR			\$ 2ND YEAR	\$ 2ND YEAR	1D
		INDICATE NUMBER OF ROLLS PER CASE: _____ ROLLS/CASE					
2	2200/CS. PER YEAR	JUMBO ROLL TOILET TISSUE SCOTT #07805 JRT 2 PLY 1000' 12/ROLLS/CS					2
		VENDOR MUST LIST BRAND AND STOCK NUMBER					
2A		PRICE PER FOOT - 1ST YEAR	BRAND	STOCK #	\$ 1ST YEAR	\$ 1ST YEAR	2A
2B		PRICE PER FOOT - 2ND YEAR			\$ 2ND YEAR	\$ 2ND YEAR	2B

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ITEM #	QUANTITY MORE OR LESS	DESCRIPTION	BRAND	STOCK #	UNIT PRICE	UNIT PRICE	ITEM #
2C		PRICE PER CASE - 1ST YEAR			\$	\$	2C
					1ST YEAR	1ST YEAR	
2D		PRICE PER CASE - 2ND YEAR			\$	\$	2D
					2ND YEAR	2ND YEAR	

INDICATE NUMBER OF ROLLS PER CASE: _____ ROLLS/CASE

ADDITIONAL SPECIFICATIONS:

1. VENDOR WILL BE RESPONSIBLE TO REPAIR EXISTING DISPENSERS WITH GENUINE SCOTT REPAIR PARTS AT NO COST TO THE STATE.

2. IF EXISTING DISPENSERS CANNOT BE REPAIRED, VENDOR MUST FURNISH AND INSTALL NEW DISPENSERS AT NO COST TO THE STATE. THE DISPENSER MUST BE EQUAL IN QUALITY TO THE EXISTING DISPENSER AND MUST BE UNIVERSAL. VENDOR MUST SUPPLY FULL SPECIFICATIONS ON PROPOSED REPLACEMENT DISPENSER.

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY

TERMS

TERMS